

## **SECTION 5.25 OTHER PAY**

**Last Update: 6/11**

**Note:** To determine whether an employee is in an overtime eligible job class, refer to the [Classification Plan](#) which contains a list of all job classes sorted alphabetically. The overtime code for a class can be found in the "OT" column. Classes with a code of "2" are eligible for premium overtime. Classes with an overtime code of "1" are eligible for hour-for-hour compensatory time or cash as provided for in the applicable collective bargaining agreement. Job classes with an overtime code of "0" are exempt from overtime.

### **Call Back [\[11 IAC 53.9\(2\)\]](#)**

Non-contract, overtime-eligible employees are eligible for call-back pay whenever an agency requires an employee to return to work after the employee's regularly-scheduled shift, subject to the following conditions:

- The time worked may not be contiguous to the beginning or the end of the employee's assigned shift.
- The employee must be paid a minimum of three hours when called back to work.
- Only call-back hours worked are considered hours worked for purposes of determining overtime. Call-back hours do not count as standby hours if the employee is in standby status.
- Call-back hours worked on a holiday and paid at the premium rate do not count toward the computation of overtime.

Non-contract, overtime-exempt employees may receive call-back pay if a request is first submitted in writing and approved by the director of the Iowa Department of Administrative Services (DAS).

Call back for contract-covered employees shall be in accordance with the terms of the applicable collective bargaining agreement.

### **Shift Differential [\[11 IAC 53.9\(1\)\]](#)**

Non-contract, overtime-eligible employees who regularly work hours outside of a traditional day shift are eligible for shift-differential pay subject to the following conditions:

- Employees must work four (4) or more hours between the hours of 6:00 p.m. and 6:00 a.m.
- The shift must be worked for two (2) or more consecutive weeks, or the employee must be regularly assigned to rotate shifts.
- The amount of the shift differential shall be determined by the director of DAS and paid in cents per hour.
- There shall be a rate for the 6:00 p.m. to midnight time period and a higher rate for the midnight to 6:00 a.m. time period.
- For split shifts, the amount paid is based on the number of hours worked in each shift, with the time period in which the employee works the most hours determining the rate. If the employee works equal amounts in both time periods, the higher rate is paid.
- The shift differential rate shall be in addition to the employee's regular base pay and shall be paid for all hours in pay status.
- See Section 5.27 for shift differential rates.

Non-contract, overtime-exempt employees may receive shift differential if written justification is submitted and approved by the director of DAS.

Shift differential for contract-covered employees shall be in accordance with the terms of the applicable collective bargaining agreement.

## **Standby** [[11 IAC 53.9\(3\)](#)]

Non-contract, overtime-eligible employees are eligible for standby pay when directed by the appointing authority to be on standby, subject to the following conditions:

- Employees must be compensated for all hours that they are required to be available and the employees must remain in an appropriate condition to report for work during off-duty hours.
- Employees must be paid ten percent (10%) of the hourly rate of pay for each hour in standby status with a minimum of one (1) hour of standby pay.
- Time that employees spend actually working or receiving call-back pay is not counted in determining standby hours.
- Standby hours do not count as hours worked for the purpose of determining overtime.

Non-contract, overtime-exempt employees may receive standby pay if written justification is submitted and approved by the director of DAS.

Standby compensation for contract-covered employees shall be in accordance with the terms of the applicable collective bargaining agreement.